

Pre-application submission checklists

Use this checklist to prepare for your pre-application meeting.

Providing complete and consistent materials allows staff to give meaningful feedback and helps reduce delays. *All drawings must be submitted electronically in PDF format.*

1. General information checklist

Provide the following:

- Proposed application type
- Civic address (or parcel identifier if no civic address exists)
- Description of the proposed development
- Applicant and owner contact information
- Owner authorization form
- Strata authorization letter, if applicable
- Current title search (not older than 30 days), including registered charges
- Site disclosure statement, if applicable
- BC land surveyor's sketch plan in metric

If a setback variance is proposed, the survey must clearly show the proposed variance.

2. Planning permit submission checklist

(for OCP amendments, rezoning, subdivision, development permits, development variance permits)

Site and context drawings

- Location map with north arrow and drawing scale
- Site plan showing property lines, setbacks, easements and adjacent streets
- Existing and proposed buildings
- Environmentally sensitive areas and required setbacks
- Trees to be retained and proposed protection methods
- Existing and finished grades
- Geodetic elevation, where required

Site layout and circulation

- Parking layout, including bicycle parking
- Driveway access and gradients
- Vehicle and pedestrian circulation
- Fire hydrant locations

Pre-application submission checklists

- Waste and recycling storage and access
- Open space areas

Building information

- Elevations and building sections
 - Floor plans
 - Exterior materials and colours
 - Zoning bylaw compliance table (required and proposed)
 - Road widening requirements, if applicable
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3. Landscape submission checklist (where landscaping is required)

- Property lines, setbacks and rights-of-way
 - Environmentally sensitive areas and tree retention
 - Landscape layout with dimensions
 - Plant list with sizes and spacing
 - Irrigation system plan
 - Soil depth and planting specifications
 - Landscape construction and maintenance specifications
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4. Building permit submission checklist

- Foundation plan
- Floor plans showing dimensions and room uses
- Cross sections showing structure and drainage
- Roof truss layout and structural loads
- Exterior elevations with finished grade
- Existing and finished ground levels
- Geodetic elevation, where required
- Energy step code documentation
- Owner builder declaration or HPO registration
- Engineer-sealed drawings (where required)

If more than six engineered components are included, a registered professional may be required for the full structural design.